

## INSTRUCTIONS FOR AUTHORS

(this is an abbreviated form – the full instructions can be obtained from our web site or from the Secretary)

1. The *Proceedings of the Linnean Society of New South Wales* publishes original research papers dealing with any topic of natural science, particularly biological and earth sciences.
2. Manuscripts should be submitted to the Editor (M.L. Augee, PO Box 82, Kingsford NSW 2032). All manuscripts are sent to at least two referees and in the first instance three hard copies, including all figures and tables, must be supplied. Text must be set at one and a half or double spacing.
3. References are cited in the text by the authors' last name and year of publication (Smith 1987, Smith and Jones 2000). For three or more authors the citation is (Smith et al. 1988). Notice that commas are not used between the authors' names and the year, 'and' is spelled out (not &), and et al. is not in italics.

The format for the reference list is:

Journal articles:

Smith, B.S. (1987). A tale of extinction. *Journal of Paleontological Fiction* **23**, 35-78.

Smith, B.S., Wesson, R.I. and Luger, W.K. (1988). Levels of oxygen in the blood of dead Ringtail Possums. *Australian Journal of Sleep* **230**, 23-53.

Chapters or papers within an edited work:

Ralph, P.H. (2001). The use of ethanol in field studies. In 'Field techniques' (Eds. K. Thurstle and P.J. Green) pp. 34-41. (Northwood Press, Sydney).

Books:

Young, V.H. (1998). 'The story of the wombat'. (Wallaby Press, Brisbane).

4. An abstract of no more than 200 words is required. Sections in the body of the paper usually include: INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS and REFERENCES. Some topics, especially taxonomic, may require variation.

5. Subheadings within the above sections should be in the form:

**Bold heading set against left margin**

This is the form for the first level headings and the first line of text underneath is indented

Underlined heading set against left margin

This is the next level, and again the first line of text underneath is indented.

Further subheadings should be avoided.

*Italics* are not to be used for headings but are reserved for genus and species names.

6. Up to 10 KEYWORDS are required. These are often used in computer search engines, so the more specific the terms the better. 'Australian' for example is useless. Please put in alphabetical order.

7. Paragraphs are to be set off by a tab indentation without skipping a line. Do not auto-format the first line (i.e. by using the "first line" command in WORD). All auto-formatting can be fatal when transferring a manuscript into the publisher platform.

8. Details of setting up the manuscript:

Use 12 point Times New Roman font.

Do not justify

Margins should be: 3 cm top, 2.5 cm bottom, 3 cm left and 2.5 cm right. This is the area available for text; headers and footers are outside these margins.

9. 3. The final version, incorporating referees' and editor's comments, must be supplied on floppy disc or CD in WORD for PC format (Mac discs will not be accepted). The text file must contain absolutely no autoformatting or track changes.

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### FIGURES:

Figures can be line drawings, photographs or computer-generated EXCEL or WORD files. No figures will be accepted larger than 15.5 X 23 cm. Width of lines and sizes of letters in figures must be large enough to allow reduction to half page size. If a scale is required, it must be presented as a bar within the figure and its length given in the legend. It is the editor's prerogative to reduce or enlarge figures as necessary and statements such as "natural size" or "4X" in the legend are unacceptable.

Photographs must be supplied as black and white prints or as .TIF files scanned at 600 dpi. Jpeg is not acceptable and figures of any kind set in WORD are unacceptable. Line drawings must be supplied as original copies or as .TIF files scanned at 1200 dpi. Other figures must be in hardcopy.

While there is no objection to full page size figures, it is journal policy to have the legend on the same page whenever possible and figures should not be so large as to exclude the legend. Figure legends should be placed together on a separate page at the end of the manuscript.

### TABLES

Because tables may need to be re-sized, it is essential that table legends are not set within the table but are supplied separately with the figure legends. Legends need to be the same font and size as the rest of the manuscript.

While the text of the legend is expected to be in 12 point type, it may be necessary to use a smaller font size for large tables. It is journal policy to accept tables that run over more than one page only in exceptional circumstances.

Do not use vertical lines in tables unless absolutely necessary to demark data columns. Keep horizontal lines to a minimum and never put a border around tables.

WORD or EXCEL tables are acceptable, but WORD is preferred.

Tables and/or figures must be separate from the text file. Never embed figures or tables in the text.

10. Details of punctuation, scientific nomenclature, etc. are to be found in the complete instructions available from the website or from the Secretary.

11. It is helpful if authors suggest a running head of less than 40 characters.